ALEAT- Assigning Users and LEA Submitters FAQs

Gaining Access to ALEAT

The LEA's authorized signer would notify ADE Support Services and request that ALEAT be placed on an employee's Common Logon.

The LEA would notify the ALEAT Help Desk for an invitation code for a new employee,

The email would include:

- ❖ Name of person
- ❖ Email address
- ❖ Phone #
- ❖ Position
- ❖ Level of Responsibility

-OR -

The LEA's authorized signer would notify ADE Support Services and request that ALEAT be placed on an employee's Common Logon.

An LEA - ALEAT administrator can go to Setup and Maintenance on ALEAT and add a new contact themselves.

- ❖ Click on Setup and Maintenance (upper right of the ALEAT home page)
- ❖ Click on Users (on the left hand page)
- ❖ Complete Contact form (click Save)
- ❖ Complete the LEA association (drop down box listing LEA)
- ❖ Assign level of Responsibility
- ❖ Click save

Definitions of ALEAT Responsibilities

"User" has the ability to:

- ❖ work on monitoring instruments.
- ❖ upload documents, and
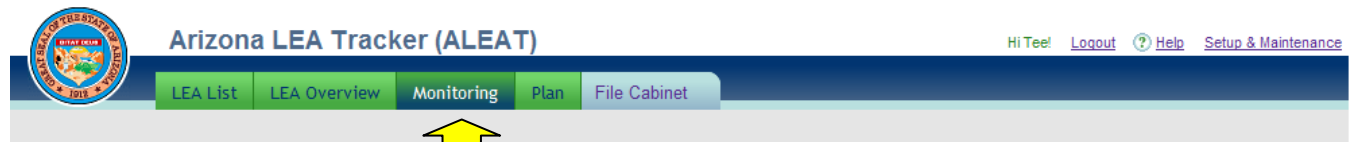- ❖ work on the Consolidated Plan.

"Users" cannot submit Monitoring Instruments and the Consolidated Plan to the State.

"Administrator" has the ability to:

- ❖ work on monitoring instruments.
- ❖ upload documents,
- ❖ work on the Consolidated Plan,
- ❖ add goals
- ❖ Submit Monitoring Instruments and the Consolidated Plan to the State, and
- ❖ Manage contact associations for the LEA:
  - ➢ issue Invitation Codes,
  - ➢ determine contacts level of responsibility, and
  - ➢ Remove associations to the LEA if an employee has changed job positions or left the organization

Assigning LEA Submitters and ADE Reviewers for Monitoring Instruments

Click on Monitoring on the Green Dashboard

Click on the underlined text under the column "District Submitters", or under State Reviewers.

The next web page is vertical listing of assigned contacts for the LEA - ADE Reviewers – and submitters for individual monitoring instruments.

For each classification there is an edit link click on [Edit].

❖ For ADE assigned Reviewers:
  ➢ Type in last name in the search box click search,
  ➢ click the select box next to name then
  ➢ click on assign

❖ For LEA submitters:
  ➢ Click on the pre-populated listed of contacts associated with the LEA
  ➢ Click on assign

Repeat for each assigned monitoring instrument.

Assigning LEA Submitters and ADE Reviewers for Consolidated Plan

Go the LEA Consolidated Plan and click on either LEA submitters or SEA reviewers follow same steps for assigning submitters and reviewers on monitoring instruments.